

24 May 1999

**Decorations, Awards, and Honors
HEADQUARTERS (HQ) FORT MONROE CIVILIAN AWARD POLICY**

Summary. This memorandum establishes policy concerning awards for civilian employees at HQ Fort Monroe.

Applicability. This memorandum applies to all HQ Fort Monroe civilian appropriated fund and nonappropriated fund employees.

Suggested improvements. The proponent of this memorandum is the Civilian Personnel Advisory Center (CPAC). Send comments and suggested

improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to HQ Fort Monroe, ATTN: ATZG-CP, Fort Monroe, VA 23651-1032. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is also available on the CPAC Homepage at <http://www-tradoc.army.mil/cpac> and the Fort Monroe Homepage at <http://www-tradoc.monroe.army.mil>.

Contents

	Paragraph	Page
Purpose.1-1	1
References.1-2	1
Program Objectives1-3	1

	Paragraph	Page
Responsibilities1-4	2
Approval Authority1-5	2

1-1. Purpose. This memorandum describes the policies, objectives, and approval levels for granting awards for civilian employees at HQ Fort Monroe. This supersedes HQ Fort Monroe Memo, ATZG-CO, 9 Dec 94, Subject: Civilian Awards.

1-2. References.

- a. AR 672-20, Decorations, Awards, and Honors, Incentive Awards.
- b. AR 215-3, Nonappropriated Funds and Related Activities Personnel Policies and Procedures.

1-3. Program objectives.

- a. Recognize individual and team accomplishment through a vibrant awards program.
- b. Recognize quality performance and valued employees with awards.
- c. Reinforce good work practices.
- d. Enhances morale and demonstrates that our employees are valued members of the Fort Monroe team.

- e. Increase public recognition.
- f. Empower supervisors and managers by delegating award approval levels.
- g. Utilize a wide range of awards to recognize employees.
- h. Provide performance awards to those employees whose performance truly made a difference in accomplishing organizational goals and objectives.

1-4. Responsibilities.

- a. Program Managers are expected to budget for cash awards. Up to 1 percent of each annual-approved civilian pay program may be used for awards.
- b. Directors and Chiefs of Special Staff Offices are expected to incorporate public presentation and recognition into their award process which includes providing the Public Affairs Office (PAO) a monthly listing of employees who receive recognition for publication in the Casemate.

c. Supervisors are expected to recognize excellence that directly supports our mission, vision, values, and goals.

d. Supervisors are accountable for equitable and proportionate recognition of supervisors, action officers, technical specialists, and administrative/ support personnel. Supervisors must also be aware of their EEO responsibilities in the award nomination and approval process.

e. Nominating and approving officials are responsible for ensuring the appropriate and consistent use of the various types of awards.

f. CPAC is available to provide advice on the award program.

1-5. Approval Authority. Approval level for civilian awards are delegated as described in figure 1-5.

FOR THE COMMANDER:

/S/
JANICE C. KELLIHAN
Administrative Officer

DISTRIBUTION:
www-tradoc.monroe.army.mil/monroe

AWARD TYPE	AMOUNT	APPROVAL LEVEL
Cash Awards		
• Performance (Successful 1)	• \$100-\$500	• Director
• Performance (Successful 1)	• over \$500	• Commander
• Special Act or Service	• \$25 -\$300	• Director
• Special Act or Service	• Over \$300	• Commander
• On-the-Spot	• \$25 -250	• Director
• Quality Step Increase	• varies	• Commander
• NAF Pay Adjustment	• varies	• Custodial Fund Mgr
Time-Off Awards		
• Performance Related Successful 1)	• 1 - 24 hours	• Division Chief
• Performance Related (Successful 1)	• 25 - 40 hours	• Director
• Achievement Related	• 1 - 8 Hours	• 1 st Line Supervisor
• Achievement Related	• 9 - 24 Hours	• Division Chief
• Achievement Related	• 25 - 40 Hours	• Director
Honorary Awards		
• Cert of Achievement	• N/A	• Director
• Achievement Medal for Civilian Service	• N/A	• Commander
• Commander's Award for Civilian Service	• N/A	• Commander
• Supervisor Civilian Service Award	• N/A	• HQ TRADOC
• Meritorious Civilian Service Award	• N/A	• HQ TRADOC
• Decoration for Exceptional Civilian Service	• N/A	• HQ TRADOC
Informal Recognition		
• Letter of Appreciation	• N/A	• Supervisor
• Letter of Commendation	• N/A	• Supervisor
• Informal praise	• N/A	• Supervisor

Figure 1-5. Approval Authority